



OFFICE OF THE COMPTROLLER
CITY OF ST. LOUIS



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DARLENE GREEN
Comptroller

DR. KENNETH M. STONE, CPA
Internal Audit Executive

Internal Audit Section

Carnahan Courthouse Building
1114 Market St., Room 642
St. Louis, Missouri 63101
(314) 622-4723
Fax: (314) 613-3004

April 4, 2011

Mr. Peter H. Joergensen, Duplicating Operations Manager
Multigraph Section, Supply Division
1520 Market Street, Rooms B024
St. Louis, MO 63103

RE: Payroll Distribution (Project #2011-40)

Dear Mr. Joergensen:

We have conducted a payroll distribution of the Multigraph Section (Dept #171), for the pay period ending March 12, 2011. The objectives of this review were to determine if:

- Only eligible employees received wages
- Wages were adequately safeguarded
- Employees were only paid for actual hours worked
- Accruals and use of paid leave were accurate

The fieldwork was completed on March 22, 2011.

This review was made under authorization contained in Section 2, Article XV of the Charter, City of St. Louis, as revised, and has been conducted in accordance with the *International Standards for the Professional Practice of Internal Auditing*.

During the review, nothing came to our attention that caused us to believe that wages were not properly distributed or adequately safeguarded

If you have any questions, please contact Internal Audit Section at (314) 622-4723.

Respectfully,

Dr. Kenneth M. Stone, CPA
Internal Audit Executive

cc: Amy Williams, Payroll Manager, Office of the Comptroller